

## Pausing and Planning

**Practice the pause-and-plan strategy.**

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**W**hen you are about to have a tough discussion, or you are being attacked in a meeting, practice the pause-and-plan strategy.

Deactivate your amygdala and activate your prefrontal cortex by breathing. Take 60 seconds to breathe deeply four to six times. You will feel better, and you will think more clearly.

